



Damuth Trane Job Opening

Job Title: Accounts Payable Clerk
FLSA Status: Non-Exempt (Hourly)
Department: Finance
Reports To: Assistant Controller
Posting Date: 5/20/10

JOB REQUIREMENTS:

EDUCATION and/or EXPERIENCE

- High School diploma or equivalent required
- Must have completed Principles of Accounting course at college level
- Strong computer skills a must
- Intermediate experience with Microsoft Excel and Word
- Minimum of 2 years experience working in an Accounting Department

LANGUAGE SKILLS

- Ability to communicate both written and orally.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

SUPERVISORY RESPONSIBILITIES

- This job has no supervisory responsibilities.

CERTIFICATES, LICENSES, REGISTRATIONS

- None required.

PHYSICAL REQUIREMENTS

- Ability to lift and carry 25 pounds.
- Mobility within the office.

PRIMARY ROLE

To provide accounting support to the finance department in the areas of accounts payable and general ledger.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

CUSTOMER SERVICE

- Provide responsive customer service. Answer internal and external customer/vendor calls quickly and pleasantly. Communicate in a friendly, professional and patient manner.
- Perform all duties with the goal of building and maintaining long-term customer/vendor relationships.
- Provide accurate accounting and clerical services to maintain efficient and timely work flow.

VENDOR INVOICES & PURCHASE ORDER INVOICING

- Scan and index invoices into Doc-Link
- Ensure all invoices are approved and coded by authorized personnel using Doc Link work flows
- Ensure vendor invoices approved for payment are not duplicates
- Enter miscellaneous invoices into Great Plains daily via Doc-Link side by side integration

- Complete purchase order vendor invoice enter matches daily via Doc-Link side by side integration
- Self assess applicable use tax as necessary
- Ensure invoices are posted to the correct fiscal period
- Verify and balance all computer input totals
- Ensure all vendor discounts are taken
- Reconcile vendor invoices
- Reconcile vendor statements other than Trane

DAILY AND MONTHLY REPORTS

- Download various vendor invoices from web sites monthly
- Process intra-company transactions weekly

CASH DISBURSEMENTS

- Process check runs twice a week
- Process intra-company check runs weekly
- Submit checks for signatures through Doc Link work flow
- Attached applicable supporting documentation to checks
- Process individual checks as necessary

GENERAL LEDGER

- Accurately enter and post journal entries into Great Plains as needed
- Complete monthly trend analysis on assigned business units
- Complete assigned reconciliations by the 15th of each month

HOW TO APPLY:

Please email (smirkle@trane.com), fax (757-558-9899), or mail resume or application and salary requirements to Human Resources. EOE/AA, Drug Free Workplace